Classroom Rules and Procedures

In this Classroom you will be given expectations, knowledge and hands-on ways to LEARN…but mostly you will be given a loving environment to succeed in!

I want each of you to have **SWAG**!!!! SWAG: success, willpower, attitude and goals.

1. Introduction: Rules and procedures are fundamental in life. We follow rules and procedures in our daily lives, there are also rules and procedures in this classroom. These rules and procedures ensure a positive atmosphere in the classroom. They contribute to a controlled learning environment for everyone.
2. Entering the Classroom
   1. You need to be in your assigned seat when the bell rings.
   2. If you come in late, please don’t make a distraction, please turn in your pass and take your seat or join the activity your classmates are doing.
   3. Be prepared: bring your computer, class assignments, book, project, planner, etc.

1. Bell Ringers
   1. There will be a Bell Ringer, Quiz, or Assignment to work on as you enter the room. I will always post it on my wikispace, this is something I expect you to start while I’m taking attendance and organizing for class.
   2. Examples of this would be questions to respond via email to me, if it is a quiz it is silent study time or a worksheet or assignment I’d like you to start without me directing.
2. Absent
   1. If you are absent if is YOUR responsibility to check the wiki space and find out what we did that day and your class bin if we had handouts.
   2. If you need to make-up a quiz or test or assignment please arrange this with me within the next two days. I’m available before/after school or 4th Block with PRIOR arrangements. Please just don’t show up to make up these.
   3. If you are at home and able to connect to internet please feel free to email me questions or request the lesson for the day.
3. Turning in Assignments
   1. When submitting assignments through email or drop box please leave the document title alone, just add your FIRST and LAST name to the end of the document’s name. Please do not re-title assignments so I can ensure I can find yours.
   2. Assignments are due at the beginning of the period unless otherwise told. Please have assignments done PRIOR to coming to class.
   3. You will either email to me or hand into your class bins accordingly.
4. Late Work
   1. I realize everyone has a life out of my classroom, sometimes things come up such as personal issues, family issues, school activities, etc. My policy for late work is 10% off per day it is late.
      1. Example 10 points assignment, you turned in two days late and missed three questions. You earned 7/10=70%, you will receive 5/10=50%
      2. I require this year for you either to attach with your document or staple to your assignment a reason why your assignment didn’t get complete. This is something I will show you parents if I need to. This makes you accountable for you.
5. Need Help
   1. Please arrange a time with me before/after school for extra help.
   2. You may also email me with questions, but I prefer the face to face.
6. Extra Credit
   1. I give out extra credit to the whole class at different opportunities throughout the class. Please take advantage of those times. I do NOT give out extra credit on a one to one basis.
7. Getting Your Attention
   1. Being a hands on class, I realize group work and activities will get loud and hard to hear. If I ask for your attention I will say “Class, your attention please” and raise my hand. When you see my hand up you must: 1. Raise your hand and keep it up until I put down mine. 2. Stop talking and look at me. 3. Wait for me to speak, I will tell you when you can continue working.
8. Group Work
   1. We do a lot of group activities and projects. Sometimes you will be able to choose groups and sometimes they will be chosen for you. Please keep this GROUPS acronym in mind.

Give thoughtful feedback

Respect others and their thoughts

On task all the time

Use soft voices

Participate activity

Stay in your groups

1. Visitors/Substitutes
   1. When we have someone that comes into our classroom who is not part of our class (substitute, teacher, administrator, student, parent, guest speaker) you are expected to follow the same classroom rules and procedures. You are expected to be polite to the visitor.
   2. If someone interrupts class to speak to me, I expect that you remain in your seats without talking until I finish speaking to the visitor.
2. When you Finish Early
   1. If you finish all your assigned work early you may
      1. Work on another assignment for another class
      2. Read quietly
      3. Draw/doodle
      4. Ask how you may assist me or other students
      5. Read a book either for class or out of my class library.

Please be respectful of others still working.

1. Restroom Policy
   1. Since there is a restroom in our classroom, there shouldn’t be a need to leave the room to use one.
   2. Be respectful when going to use the restroom, use your best judgment on when to use it.
   3. You don’t need to ask to use this, use it as you need to but be smart about when you do. Example: during lecture, notes or presentations be respectful.
2. Leaving the classroom
   1. Make sure everything is cleaned and how you came into the classroom. Put away materials or projects in designated areas or check out of kitchens.
   2. Don’t wait by the door. You must be sitting in a seat when the bell rings.
   3. If you are leaving in the middle of class, a pass must be used and explanation of where you’re going should be going.
   4. If you should need to leave my class during so you will need to have a pass to exit with permission from me. Please write on the board where you are going to and time so I may track you down if needed.
3. Food/Drink
   1. Being a FACS classroom we are set up to be able to eat in the class. I don’t care if you have water in the classroom or non-messy snacks as long as it doesn’t become a distraction or out of hand (example bring breakfast or lunch into the room). Teacher’s discretion is advised.
4. Real Care Babies
   1. Several of my classes will be taking home the Real Care Babies throughout the semester. (Human Development: Prenatal to Preschool, Human Development: Preschool to School-Age and Skills for Parenting).I always let you pick a time to sign up but it will be randomly programmed.
   2. You will be the only person that can take care of the baby.
   3. If you damage these you will be responsible for replacement.
   4. This is a 100 point assignment if it is approved through me for a severe reason and alternative assignment will be given.
   5. If you have already taken the baby home for me in another class and liked your score I let you carry it on for the rest of the year in the other classes. So you don’t have to take it multiple times a year. This starts over every year as I can’t keep that many scores in my computer system.
   6. I do offer extra credit if you take twins home overnight or take over a weekend for two night I take your average +20 points. Essentially if you do well you can get over 100%.
   7. I always program babies to start at 4 pm to 8 am.
   8. You aren’t allowed to come in before 3:30 to take off due to my class schedule.
5. Surrogate Belly
   1. Adding new this year is a Surrogate Belly you will be required to wear this before taking the baby home in Skills for Parenting and Human Development: Pre-natal to Preschool since we talk about pregnancy.
   2. Same as the babies I only require it 1x per year.
   3. Belly goes on before 8:30 and can be taken off at 3:30. If you are caught taken it off at any point of the day by anyone you will receive a 0.
   4. Both Genders will be given the experienced to try this.
   5. You aren’t allowed to come in before 3:30 to take off due to my class schedule.
6. SRB
   1. Please remember I have a 7th grade exploratory class from 2:45-3:30 so I will not be able to help or make up material during this time. Your other teachers know this and I’d appreciate no phone calls for questions or stopping in during this time unless it is pre-arranged for me.
7. Incorporating FCCLA
   1. We will do several modified FCCLA projects in class meeting our criteria for the class. No one is pressured to join or compete for FCCLA but the STAR events fit into our class. If you wish to use them for your project and are involved please do so.
8. Books
   1. I have added novels to several of our classes as additional learning opportunities. These have been purchased by me and are expected to be treated well.
   2. We will have a check out process for larger classes that don’t receive a one to one book. If you check out you can’t have for longer than two school nights or a weekend.
   3. If these are lost or stolen you will be held responsible.
9. Cooking Classes
   1. Culinary will be involved using Chef Knives and will need to sign a release before using them understanding the safety measures.
   2. Kitchen rules will be ran through before entering the kitchen.
   3. No horse play or experimenting will be allowed.
   4. Depending on the severity you will be warned or kicked out of lab.
      1. If you are kicked out of 2 labs you will be no longer allowed back in the kitchen and will receive 0 for labs. My main concern is safety.
   5. Missing labs: I allow you to miss 2 labs per semester for any reason: school trip, sick, vacation, sport, school activity, etc. If you miss a lab you will be required to make it up at home and fill out a makeup lab sheet. This must be complete within 2 weeks of you missing the lab. This gives you time to collect the recipe from me, buy the material and make it at home. A parent must sign off and a picture must be submitted as well to receive the points.

Basic Classroom rules: WELCOME to FACS

When you

Enter this room

Learning is fun and

Cooperation is expected

Our positive attitudes and

Mutual respects are part of

Everything we say and do

Consequences: Everything we do in life has consequences. Depending on the type of behavior/action the following will be used as consequences.

1. Verbal Warning
2. Taken out of group or project
3. Detention/Saturday School
4. Phone call or Email to parent
5. Sent to Administration

Overall, communication is needed for me to know how to better do my job. Please feel free to contact me about issues or concerns!

Welcome to Class!

Elissa Herman ☺